SCO Personnel Payroll Services Division (PPSD) Updates

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Today's SCO Topics

- New Division Chief
  - Marissa Revelino
- ACA- 1095-Cs
- IT Class Consolidation
- Lump Sum Deferral PARs
- W2 Processing
- Upcoming Items
- CSPS Project Update

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ACA Updates

- Released an additional 15,398 2017 1095-Cs

- Personnel Letter announcing all 1095-Cs have been mailed is expected to be released the week of March 2nd
  - Duplicate 1095-Cs may be requested after letter is released

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Schedule 8 Media Reporting

- A memo was sent out to Departments regarding Schedule 8 Media Reporting.

  - Response back with Attachment A or F is due back to Chuck Lucas of the SACS unit by February 28, 2018.

  - If you did not receive this memo please contact Chuck Lucas @ clucas@sco.ca.gov.

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IT Class Consolidation (Mass)

- IT Class Consolidation
    - Successfully updated over 8,800 employees

    - Please refer to CalHR Pay Letter 18-04 and SCO Personnel Letter 18-007 for more information.

        - An amended Personnel Letter will be released within the next few days with clarification on the following:
            - Out-of-sequence processing
            - Lump sum processing
            - Issuance of NOPAs

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IT Class Consolidation (cont.)

- 267 Std 607 packages have been processed since 1/31/18
  - Each package represents all changes for 50 to hundreds of IT positions within a department.
  - This has been accomplished by two payroll specialists in the Position Control Program in PPSD

- Statewide Civil Service Audits Program received 161 fallout messages from the mass updates processed on 02/06/2018, 02/08/2018, and 02/13/2018.
  - Of these fallout, one Senior Personnel Specialist has competed auditing and keying the necessary Employment History transaction of 103 since 02/13/2018.

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IT Class Consolidation (cont.)

- Statewide Position Control Program is preparing for annual Std. 607 workload as Schedule 8 reconciliation occurs

- Workload is anticipated to increase due to IT Classification Consolidation

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Lump Sum Deferral PARs

- Since Nov 1st :
    - 2,388 PAR Packages audited
    - 2,198 of those audited have Employment History transactions keyed, and necessary payroll and deduction transactions have been calculated and keyed

- 51 PARs submitted and/or corrected after Dec 27th have been processed
    - These PARs require special processing in order to report 2017 taxes correctly

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W2 Processing

- 7 program specialists have processed:
  - 6,414 corrected W2s since Jan 1st
  - 910 duplicate W2s

- Staff are currently working on requests received between Feb 12th -22nd

- Approx 1,000 duplicate W2s have been ordered, with an anticipated mailing the week of March 5th

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Civil Service Benefits

- From September 2017 through February 21, 2018, 13 total staff were able to process 32,174 Open Enrollment documents

- CS Benefits has received and completed 12 BU2 Tricare requests from CalHR

- SCO is preparing to process dental and vision benefits for the Dependent ReVerification Project.

Miscellaneous Deductions

- The Statewide Miscellaneous Deduction Program is preparing for Group Legal open enrollment in March and Long Term Disability in April.

Future Meeting Topics

- Escalation Email Process Overview

- SCO Statewide Training Overview

- Suggestions?

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Questions

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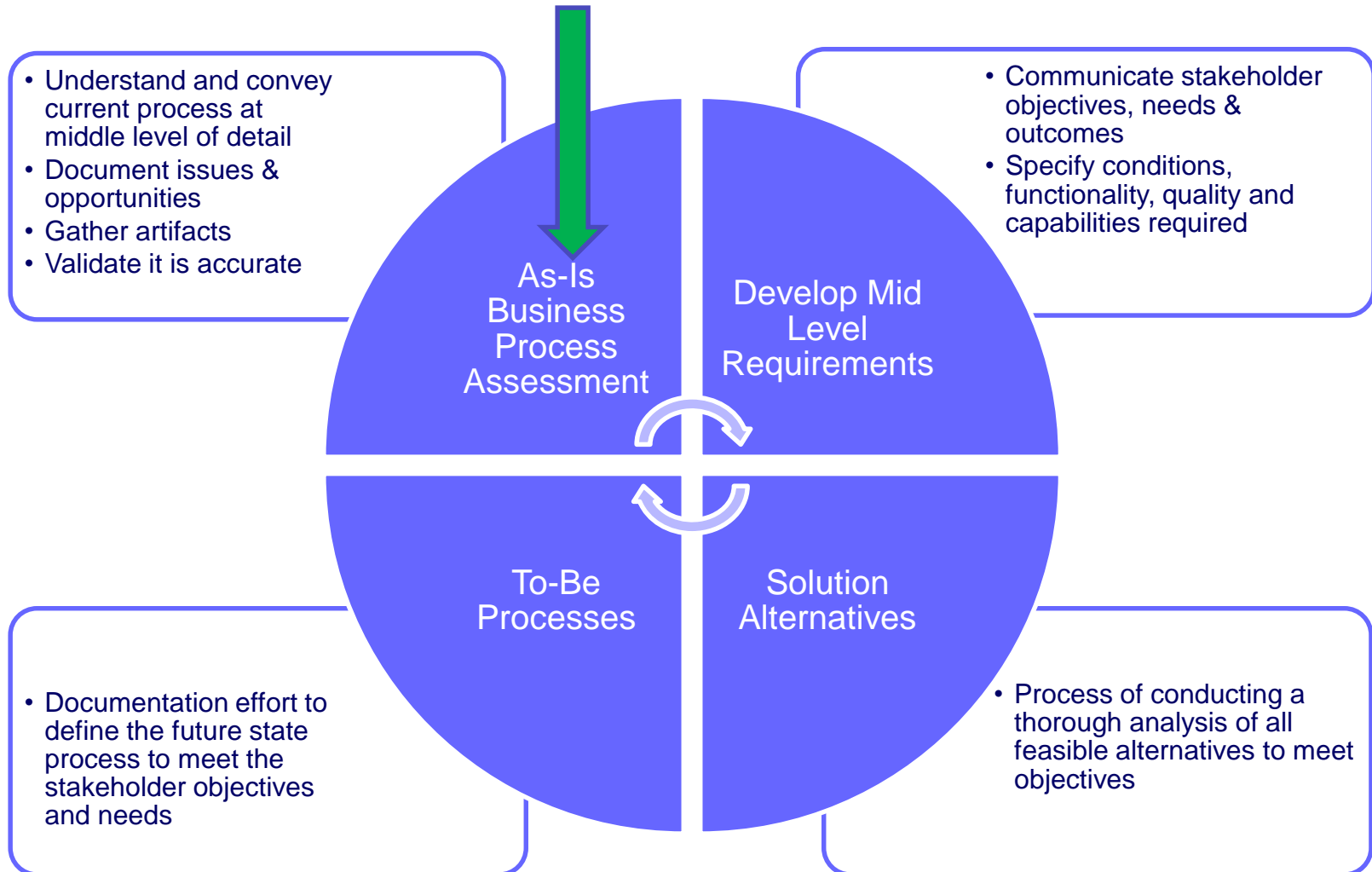
CalHR AdHoc Meeting

2/22/2018

CSPS Project

- The California State Payroll System (CSPS) Project will modernize the human resource management and payroll system used by 227,000 state government employees.

- By leveraging our lesson's learned from previous projects, the State Controller's Office (SCO) will successfully update or replace our legacy payroll systems to meet the CSPS Project objectives.

- The project is working with the California Department of Technology (CDT) by using the Project Approval Lifecycle (PAL) to improve the likelihood of success.

What Is Happening Now?

You are here

- Understand and convey current process at middle level of detail
- Document issues & opportunities
- Gather artifacts
- Validate it is accurate

As-Is Business Process Assessment

Develop Mid Level Requirements

- Communicate stakeholder objectives, needs & outcomes
- Specify conditions, functionality, quality and capabilities required

To-Be Processes

Solution Alternatives

- Documentation effort to define the future state process to meet the stakeholder objectives and needs

- Process of conducting a thorough analysis of all feasible alternatives to meet objectives

Business Process Documentation (BPD) Sessions

- Partnering with Crowe Horwath to document departmental and statewide business processes

- Over 191 sessions have been identified for 44 business processes

- To date, we have conducted 108 BPD sessions with 76 remaining

- 18 of the 44 processes have been documented, including Manage and Perform Disability Process and Manage Employee Status Changes.

CSPS Project Objectives

- **Provide a solution that enables on-line view and update capabilities for end users**
  - Provide automated validation and compliance verification checks to improve processes
  - Provide a solution that allows for timely implementation of Laws and Rules
  - Implement a solution that improves access to relevant data for reporting and compliance

- **Implement a solution that provides more user-friendly features and integrated with other business processes**
  - Update and modernize the technology infrastructure, including implementing a System Transaction Log
  - Streamline manual and paper based processes

California Employee Connect (CEC) Portal

- Pilot SCO Employee Self Service portal to access payroll information

- Web based application that accesses the existing mainframe payroll system

- Expected release to a small user group for extended testing on March 15th

Questions